

**Westwood Park Association  
Minutes of Board of Directors Meeting  
Meeting Held Virtually  
October 7, 2021**

**AGENDA**

**1. Call to order at 7:03 pm**

**Present (via Zoom):** Francine Lofrano, Jeanine Hawk, Mike O'Driscoll, Carol Karahadian, Pauline Jue

**Absent:** Rick Marsh

**Guests:** None

**2. Open Forum**

No comments

**3. Approval of Minutes of September 25, 2021 meeting**

Confirmation of the electronic approval of minutes. A motion was made and seconded. Motion was unanimously approval 5-0.

**4. Election of New Officers:**

President: Pauline Jue

Vice President: Mike O'Driscoll

Treasurer: Francine Lofrano

Secretary: Carol Karahadian

Members-at-large: Jeanine Hawk and Rick Marsh

Mike Ahrens and Joe Koman shall be removed from the Chase accounts, as they are no longer officers.

**5. Reports**

**a. Treasurer's Report**

- **Account Balances:** Total bank balance as of 10/7/2021 per online bank information is **\$102,783.85** (Checking: \$81,861.86; Savings: \$20,921.99).
- **Outgoing Checks:** None since last report
- **Electronic Payments:** None since last report
- **Dues & Lien Collection Status:** As of the 10/3/2021 deposit, a total of 645 out of 685 properties (94.16%) that have paid their 2021-2022 dues.

- **Lien Warning Letters:** Deadline to pay per second billing was 9/30/2021. Lien warning letters will be prepared and mailed after 10/15/2021 for anyone who is past due in paying assessment for 2 years (currently 8 residents).

#### **b. Common Areas**

Sprinklers fixed in upper Miramar median. A steel pipe on Miramar was replaced.

#### **c. Land Use and Zoning**

Jeanine reviewed and approved the plans submitted for 764 Faxon. The owner of 520 Miramar was advised to review the Design Guidelines at our website. Fence at 1318 has been approved and constructed.

As an aid and reminder for homeowners, Jeanine will develop a checklist for doors and windows to be posted along with the Design Guidelines on our website.

### **6. Unfinished Business**

#### **a. Report on financials and tax returns**

Jeanine will get material to the accountant tomorrow for his preparation of the tax returns. She will need the check registers to complete upload into QuickBooks. Francine will get those to her.

A brief discussion ensued about the possibility of changing the Associations fiscal year from March 1-February 28 to January 1-December 31 or July 1-June 30. This matter was deferred for further discussion at a later meeting.

#### **b. Status of 1490 Ocean claim and pillar**

On September 27, 2021, the Board sent the attorneys for the developer and contractor a letter indicating our intent to have the electrical work performed to electrify the pillars. An estimate of the cost of repairs was included. Unless we hear otherwise, work will commence and will be billed to them. There has been no response from either attorney.

#### **c. Status of tree replacements and pruning**

The Board has approved proceeding with tree pruning in October and to plant four Southern Magnolia trees in November in the Miramar median.

#### **d. Decision on 1540 Plymouth**

Decision letters have been sent to the homeowners and their attorneys.

### **7. New business**

#### **a. Filling vacancy on the Board**

The Board will issue an email notice to members, soliciting interest in filling this vacancy. The deadline will be late October, so the Board can make a selection at its November meeting.

**b. Appointment of WPA representation to the Ocean Avenue Mobility Task Force**  
Supervisor Melgar has created a task force to provide feedback on mobility issues on the Ocean corridor (from Balboa Park BART to Junipero Serra). Pauline Jue and Carol Karahadian will serve as our representatives.

**c. New signatories needed for Chase checking account**

Pauline Jue and Carol Karahadian will be the new signatories with Chase Bank. Francine has the checkbook and will turn this over to Pauline, along with the invoices that Joe had kept.

**d. Commercial business in Westwood Park (Plymouth limo)**

During the September 25 annual meeting, a resident raised concerns about a neighbor parking commercial vehicles on the 1300 block of Plymouth. There is no City ordinance against commercial vehicles being parked on residential streets (only interestingly enough, there is a prohibition on commercial vehicles being parked on residential properties). There is a citywide ordinance that no vehicle may be parked at any location for more than 72 hours. This block of Plymouth does not have a residential permit requirement. Pauline will relay this information to the homeowner who raised the issue.

**e. Short-term rentals**

A resident asked if there were any WP rules about short-term rentals in the neighborhood. We have no rules over short-term rentals.

**f. Front yard maintenance**

The Summer 2021 newsletter had an article, asking homeowners to maintain their front yards to minimize weeds and foxtails from spreading. The bylaws allow the Board to fine homeowners who do not maintain their front yard but we would need to do a complete survey of properties. This matter was deferred for further discussion.

**g. Window replacement guidelines**

In addition to the checklist to be developed (see item 5c), a standardized letter for the Board to use in responding to inquiries was drafted by Francine. Having standardized language will permit any Board member to respond, should Jeanine not be available.

**h. Professional management**

With the increased number of zoning and architectural violations and the enactment of SB9 and SB10 (which may allow more development), the Board discussed the possibility of hiring a professional management firm to handle these issues. Pauline will reach out to the Ingleside Homeowners Association to see if they have hired a firm.

**i. Waymo**

A representative from Waymo sent an email, offering to conduct an orientation presentation. Pauline will work with them to schedule a presentation at a future meeting.

**j. Scheduling Davis-Sterling Act training for Board members**

We will schedule this training for our December 5 meeting, when we will have a full Board.

**k. Halloween Decorating Contest**

We are very appreciative of David Greenbaum volunteering manage this year's decorating contest. Rick Marsh will be asked to be the liaison between the Board and David.

**8. Next meeting**

The next Board meeting is scheduled for Thursday, November 4, 2021 at 7:00 pm.

**9. Adjournment**

A motion was made and seconded to adjourn. Unanimous approval, 5-0. Meeting adjourned 9:10 pm.

Submitted by Pauline Jue, Secretary, October 9, 2021